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WISCONSIN DEPT OF EDUCATION

DIRECTIONS TO CANDIDATES
FOR

STATE TEACHERS CERTIFICATES.

1918-1919



Class LB 1772

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STATE OF WISCONSIN *Dept of*

Education

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CANDIDATES**

FOR

• **State Teachers'
Certificates**

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GENERAL

Examinations for teachers' state licenses, certificates and county superintendents' certificates for the years 1918-1919 will be held at the Capitol, Madison, Wis., on the following dates:

August 13, 14, and 15, 1918.

December 26, 27, and 28, 1918.

August 14, 15, and 16, 1919.

December 22, 23, and 24, 1919.

Special examinations will be held at the high school building at La Crosse, Wisconsin, July 30, 31, and August 1, 1918, and July 31, August 1 and 2, 1919.

Special examinations at other times and places may be held during the year if warranted by the number of applicants.

Board of Examiners—Professor A. A. Upham, chairman, Whitewater; Professor H. B. Lathrop, Madison; Principal Richard E. Krug, Milwaukee.

As soon as practicable after the examinations, the standings of applicants will be reported to the State Superintendent, and a statement giving results will be sent from his office to each candidate. Notice of omissions or apparent errors should be addressed to the State Superintendent.

Stationery.—Stationery needed will be furnished by the Board of Examiners.

LIMITED AND LIFE CERTIFICATES

Examinations: Candidates for the limited (five year) certificate will be examined in the following subjects: reading, orthoepy, spelling, penmanship, grammar, composition, arithmetic, algebra, geography (political and physical), history (United States) and civil government, physiology and hygiene, agriculture and rural economics, physics, elementary psychology, theory and art of teaching, manual of the course of study for common schools, American and English literature, history (English), libraries (school) cataloguing and use.

In addition to the requirements for the limited certificate, regular candidates for the life certificate will be required to take examination in pedagogy, in the history of education, and in four other advanced subjects to be selected by the candidate, not more than two from any one of the following groups:

1. **Mathematics:** (1) advanced algebra, (2) trigonometry, (3) plane and solid geometry.

2. **Science:** (1) advanced physics, (2) chemistry, (3) botany, (4) zoology, (5) geography.

3. **History:** (1) ancient and mediaeval history, (2) history of England and modern Europe, (3) history of the United States, (4) economics.

4. **English:** (1) English literature, (2) American literature, (3) English language (rhetoric and grammar).

5. **Languages:** (1) Latin, (2) German, (3) French.

A minimum standing of 70 and an average standing of 80 per cent is required.

College and normal school graduates from courses not fully and fairly equivalent to the courses in the Wisconsin state institutions (to the graduates of which certificates are legally granted) may make special arrangement with the Board for examination in prescribed subjects and be credited on their college or normal school course for the remaining subjects required of regular candidates. But all such candidates will be required to take examinations in **psychology, pedagogy and history of education** unless they have had satisfactory instruction in these branches in their college or normal school course.

Experience—Moral Character.—To obtain the limited certificate, the candidate must have taught successfully at least one year. To obtain the unlimited certificate he must have taught successfully at least two years. Satisfactory evidence of moral character and successful teaching are required, for which the candidate must furnish to the Board acceptable references.

Time Limits.—Candidates for the limited certificate will be permitted to begin their examination at any regularly appointed examination held by the Board of Examiners, but must complete it in not more than three trials and before the corresponding examination in the ensuing year. Candidates holding the limited certificate are encouraged during the validity of such certificate to begin the examination in the additional subjects required for the life certificate, at any regularly appointed examination held by the Board of Examiners, but must complete it

within two years. Candidates who have credit for subjects pursued in the University of Wisconsin, or in Wisconsin normal schools or colleges, may be excused from examination in such subjects, provided the standings received and the character of the courses pursued are satisfactory to the Board of Examiners.

Special Teachers.—Persons applying for certificates or other legal qualifications to teach in this state may secure licenses to teach special subjects such as manual training, domestic science, agriculture, commercial subjects, and music. The requirements for a certificate or license to teach these subjects will be approximately equivalent to the requirements for graduation from courses in these special subjects in the University or the normal schools, including graduation from a high school or evidence of qualification in the branches required for a limited state certificate.

Advanced Agriculture.—Examination (in August only) in this subject is given under six divisions, viz.:

- Botany and farm plant life;
- Soil, crops and seeds;
- Animal life of the farm, including dairying;
- Farm mechanics and management;
- Farm physics and chemistry;
- Rural economics.

A knowledge of the fundamental science subjects, such as botany, zoology, physics, chemistry, physiology, and physiography, as commonly presented in the high school, will be of great advantage to the candidate. A good knowledge of general science will be absolutely essential.

Suggestions for Preparation.—The scope of the academic subjects prescribed for these certificates may be defined as broadly equivalent to that covered by courses of approved high schools; but neither high school standings nor county certificates can be accepted in lieu of examinations.

The candidate will be expected to draw creditably apparatus and structures described in the papers on physics and physiology, and to present acceptable laboratory notes in physics.

Candidates for examination will notify in writing the Superintendent of Public Instruction or the Chairman of the Board of Examiners, four weeks before the dates set for the examinations, of the subjects in which they wish to be examined. Candidates will not be permitted to take any examination in any subject for which such notification has not been made.

Advanced Subjects.—The grade of attainment presupposed for the examinations in these subjects is broadly equivalent to that of the work ordinarily done in sophomore or junior college courses, and the examination in each subject will cover, approximately, a year's work.

It is not recommended that advanced subjects should be attempted until the candidate has passed in the subjects necessary for the limited certificates.

In connection with the work in advanced physics, zoology, botany, chemistry, and geography, the candidate will be required to present full laboratory and field notes constituting a genuine record of experiments performed or observations made by him and duly certified.

Unlimited State Certificates and Special Licenses on Diplomas.—Graduates of the University of Wisconsin who obtain the University Teachers Certificate and graduates of the state normal schools receive a license to teach in the public schools, valid for one year. Upon the recommendation of the Board of Examiners, the State Superintendent may issue a similar license (1) to graduates of state normal schools, outside of Wisconsin, whose courses of study are fully and fairly equivalent to the courses of study in the Wisconsin normal schools, (2) to the graduates of colleges and universities other than the University of Wisconsin, whose courses of study are fully and fairly equivalent to corresponding courses in the University of Wisconsin, and (3) under certain conditions to graduates of the University of Wisconsin who have not obtained the University teachers certificate.

The attention of such graduates is directed to the following points.

(a) Instruction in psychology and education equal in amount to two-fifths of the student's time for one year is required. This amount corresponds to at least twelve credits as commonly reckoned in western colleges. Evidence that this requirement has been met must be furnished by all who apply for such licenses on the basis of graduation from an institution of higher learning. One-fourth of the work presented must be in psychology and the remainder in education.

(b) The Board of Examiners does not deem it practicable to grant state licenses on the basis simply of college and normal school diplomas accompanied by catalogues and the other usual evidences of the grade of work done. It will treat each individual applicant

on his merits. To this end it urges strict observance of the following directions:

Send to C. P. Cary, State Superintendent, Madison, Wis., for the necessary blank forms.

The applicant should himself fill out the application blank and should have the statement-of-the-work blank filled out by the proper officers of the college or normal school from which he graduated. When filled out these blanks should be returned to the State Superintendent.

Fees. Section 454a. 1. Laws of 1917. All persons who apply to the State Board of Examiners for a state license on the basis of work done in, or graduation from, an institution located outside the state of Wisconsin, shall pay a fee of one dollar for the examination of their records, papers and credentials. All such persons, before receiving a state certificate (which can be granted only after two years' successful teaching on a license in public schools in Wisconsin), shall pay an additional fee of one dollar before a state certificate shall be issued.

2. The fee for the examination of the papers by the state Board of Examiners, and the fee for the issuance of a state certificate, shall be payable to the state superintendent of public instruction.

NOTE: One dollar is charged at the time of the examination of the applicant's papers, records and credentials, preliminary to the issuance of the first state license, which, if issued, will be renewed without charge at its expiration upon evidence of successful teaching. A second dollar will be required when application is made for a state certificate at the close of two years of teaching in public schools

in Wisconsin. Remittance should be made by bank draft, express company or post-office money order. Personal checks cannot be received.

Hereafter, licenses can be issued for but one year, at the close of which testimonials of success will be obtained, and if satisfactory, the license will be renewed for a second year. At the end of two years of successful teaching, in the public schools of Wisconsin, a state certificate may be issued.

Applicants who are graduates of colleges and normal schools having courses of study that do not fully meet the above requirements may make up deficiencies by examination or by such other method as the Board of Examiners may prescribe. Graduation from an elementary course in a normal school does not qualify the candidate for any of the certificates or licenses granted upon recommendation of the state board of examiners.

COUNTY SUPERINTENDENT'S CERTIFICATE

Candidates will be examined in the subjects prescribed for the limited state certificate, and in addition in school law, and the supervision and management of district schools.

"Suggestions for preparation" on p. 7 apply also to candidates for the county superintendents' certificate.

Candidates for this certificate will be required to furnish a thesis embodying an account of an original inspection and investigation of at least two country schools. Both the form and the subject matter of this thesis will be considered by the examiners.

Time Limits.—Candidates will be permitted to begin their examination at any regularly appointed examination held by the Board of Examiners, but must complete it in not more than three trials and before the corresponding examination in the ensuing year.

Testimonials of Character.—Applicants must furnish to the State Superintendent two acceptable references to persons who will testify to their character.

Value of County Superintendent's Certificate.—This certificate, together with eight months' experience in teaching in the public schools of Wisconsin, constitutes a legal qualification to hold the office of county superintendent. It also legally qualifies the holder for the principalship of any state graded school and is subject to approval by the State Superintendent for positions as assistant in free high schools where the branches to be taught are covered by the certificate.

This is a life certificate limited only as to the positions for which it qualifies the holder.

PROGRAM OF EXAMINATIONS

First Day.

9:00 A. M. Arithmetic, physiology, composition, mathematics group.

2:00 P. M. Common school manual, geography, theory and art of teaching, English group.

Second Day.

9:00 A. M. Algebra, elementary physics, United States history and civics, spelling, history group.

2:00 P. M. Grammar, agriculture, library work, special subjects, foreign language group.

Third Day.

9:00 A. M. English and American literature, history of education, science group.

2:00 P. M. English History, psychology, school law and supervision, pedagogy. .

The time for the examination in reading and other subjects not given on the program will be arranged to suit the convenience of the applicant as far as possible.

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